



## CLERK OF COURT VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT- EASTERN DISTRICT OF TEXAS

TYLER, TX

### Position and Statistical Information Job# 2014-4

**Opening Date:** September 2, 2014

**Closing Date:** October 7, 2014

**Location:** Tyler, TX (90 miles east of Dallas)

**Salary:** Up to \$167,000 (salary commensurate with experience)

**Start Date:** July 1, 2015

#### **Judges Served:**

8 U.S. District Judges

1 Senior U.S. District Judge

8 U.S. Magistrate Judges

**The Eastern District of Texas covers 43 counties and is divided into six divisions.**

#### **Divisional Offices:**

Beaumont

Lufkin

Tyler (main)

Texarkana

Marshall

Sherman/Plano

#### **Employees:**

58 Clerk's Office Employees

8 Court Reporters

1 Staff Interpreter

8 Pro Se Law Clerks & Death Penalty Law Clerks

### **Position Overview:**

The United States District Court for the Eastern District of Texas is seeking qualified applicants for the position of clerk of court. The Eastern District is a collegial eight judge court located in the economically attractive and beautiful Piney Woods of East Texas. The clerk of court is appointed by the judges and serves under the direction of the chief judge. As the court unit executive, the incumbent is responsible for managing the operational and administrative duties of the clerk's office and ensuring its compliance with statutory requirements.

### **Representative Duties:**

- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Creating a vision of excellence through strategic planning in an environment of limited resources;
- Creating and maintaining a culture that values human resources and the contributions necessary to maintain an excellent customer service based organization;
- Directing staff responsible for the processing of criminal and civil cases;
- Promoting and maintaining the integrity of official records in the custody of the court;
- Working with U.S. Probation, the U.S. Bankruptcy Court, members of the bar and the public to improve the delivery of court services;
- Working with various governmental agencies on a variety of matters necessary to conducting court business;
- Hiring and assigning personnel as well as designing and managing training programs;
- Preparing and managing the annual budget, which includes budgetary and staffing projections;
- Managing space and facilities and working with the General Services Administration (GSA);
- Directing the court's financial services, including purchasing, collecting fees, authorizing expenditures, accounting and any other fiscal responsibilities in accordance with statutory requirements;
- Analyzing and making recommendations on statutes, local rules, and procedures affecting the operations of the court;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management;
- Managing the Employment Dispute Resolution Plan (EDR Plan);

## **Mandatory and Preferred Qualifications:**

### **Mandatory:**

- BA/BS degree. Law degree or graduate degree in court administration preferred.
- This position requires a minimum of 10 years of progressively responsible administrative experience in public service or business that has provided a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three of the 10 years of experience should be in a position of substantial management responsibility.
- Is available for regular travel, including overnight stays.

### **Preferred:**

- Federal or state court experience is highly desirable.
- Has the ability to effectively communicate with judges and possesses excellent presentation skills. Has the ability to resolve conflict through investigation and mediation skills.
- Has the ability to successfully lead with vision, sustain a high level of organizational excellence, articulate management priorities, foster strong and effective working relationships and work collaboratively with others.
- Has excellent judgment and proven problem-solving abilities, including the ability to gather and analyze relevant data.
- Possesses exceptional communication and interpersonal skills.
- Has the ability to adapt to and lead change.
- Can listen with an open mind to the suggestions of others to ensure forward, creative thinking.
- Is knowledgeable about legal terminology and court procedures.
- Can effectively coach, develop, direct, and manage a skilled, service-oriented team.
- Has experience in promoting a service-oriented culture that seeks continuous improvement.
- Is technologically savvy and has a record of implementing helpful new technologies and automated procedures.

### **Application Procedures:**

Qualified candidates may apply by e-mailing a current resume along with a cover letter stating your interest, salary history, e-mail address, and a daytime telephone number. Additionally, applicants should provide answers to the following five questions on a separate document.

1. What are your strongest skills and abilities, and how have you been developing them?
2. Who is or was your role model, and why?
3. Describe your leadership philosophy and style.
4. What aspect of your current job is most difficult for you, and why?
5. Why are you applying for this position?

E-mail your cover letter, resume and responses to the five questions to: david\_maland@txed.uscourts.gov no later than 5:00 p.m. CDT on Tuesday, October 7, 2014.

### **Miscellaneous:**

Applicants selected for the initial interview will be required to submit five professional and three character references prior to their scheduled interviews. By submitting the references, the applicant consents to those references being contacted by the court.

Applicants must be United States citizens or eligible to work in the United States. Only the best qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense. With the permission of the court, applicants selected for interviews may be allowed to participate via videoconference in the initial interview.

As a condition of employment, the selected candidate must complete a 10-year background investigation, including a FBI fingerprint check. The position is subject to the mandatory electronic direct deposit of salary payment. All court employees are required to adhere to the Code of Conduct for Judicial Employees.

Although the incumbent clerk does not retire until September 3, 2015, the successful applicant will report to work on July 1, 2015 as the clerk designee in order to allow two months overlap with the outgoing clerk.

No late applications will be considered. The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement.

**The United States District Court is an Equal Opportunity Employer**